

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☒ NEW POSITION ☐ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0228376	10. Budget Program Number		Agency Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) PSE I				
3. Division Prevention and Protection Services		12. Proposed Class Title				
4. Section Family Services	For Use By Personnel Office	13. Allocation				Position Number
5. Unit Permanency		14. Effective Date				
6. Location (address where employee works)		15. By	Approved			
City Topeka County Shawnee						
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %	16. Audit Date: By: Date: By:					
8. Regular hours of work: (circle appropriate time) FROM: 8:00 PM To: 5:00 PM	17. Audit Date: By: Date: By:					

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name

Title

Position Number

Patricia Long

Public Service Executive II

K0150649

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

Patricia Long

Public Service Executive II

K0150649

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Verbal and/or written assignments are general and outcome oriented, allowing the employee latitude for independent judgment.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	This position provides planning, implementation, and coordination of the Reintegration/Foster Care and Adoption Contracts. This includes contract management and program planning for case management for children and youth in out of home placement, including adoption and other permanency options.
50%	E	<p><u>Program/Policy</u> Takes leadership role in unit related to the Reintegration/Foster Care/Adoption Program and Contracts. Institutes processes for planning for the implementation and ongoing service delivery of case management services to children in out of home placement. Maintains specific knowledge of the Reintegration/Foster Care and Adoption programs and overall Contracts, including statistics, outcomes and budget information.</p> <p>Maintains general knowledge of PPS policies and procedures which affect the administration of these programs and writes/reviews/edits policy and procedures for the Prevention and Protection Services Policy and Procedure Manual. Participates in PPS Policy work group.</p> <p>Assists in the development, design and coordination of the issuance and review of the Request for Proposal for the Contract which reflect state and federal law and DCF policies and procedures. Assures that the contract is outcome oriented. Provides program information and makes recommendations regarding contract renewals.</p> <p>Provides interpretation of the Reintegration/Foster Care program and contract. Incorporates all state and federal law into the program to ensure that the goals of individual projects are met and federal/state guidelines are followed. Recommends changes when appropriate.</p> <p>Chairs the Child Welfare Permanency Advisory Committee. Works closely with the field including SRS/CW provider staff and other members of the team in coordinating policies and procedures related to the Reintegration/Foster Care and Adoption Program.</p> <p>Takes leadership role through direct or indirect management of any projects and small contracts. Acts as lead resource person to teams, committees, or task groups.</p> <p>Provides oversight of the Contracts and strategically plans for short and long range planning related to administration of the Contracts, assuring that state and federal policies are met and families and children are served.</p> <p>Writes and submits major portions of the federal Comprehensive Child and Family Services State plan for submission on an annual basis. Must interpret in writing the federal Program Instructions and integrate it into the overall policy and practice for compliance.</p>
50%	E	<p><u>Quality Assurance</u> Provides technical assistance to staff (DCF and Provider) in the four (4) DCF management regions in order to maintain uniform policies and practice to prevent inefficiencies in service delivery to children and families served in the Reintegration/Foster Care program. This work is done in coordination with the case management providers and other members of the unit or with staff from other units within PPS or other DCF program divisions and State Departments.</p> <p>Participates in case read and continuous performance improvement activities. Gathers, organizes, interprets, assesses, and analyzes information regarding the effectiveness of contractor service delivery. Draws conclusions and recommends modifications to contractor service delivery.</p> <p>Reviews Outcomes and makes recommendations for Performance Improvement. Works closely with</p>

	Performance Improvement and Budget staff within DCF.
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Responds to customer service concerns or complex issues related to the Reintegration/Foster Care program. Participates as a team member, in a leadership role, to aid in carrying out the work of the unit. Maintains overall responsibility for the operation of the Reintegration/Foster Care Program. Answers questions posed by other programs, agencies or consumers.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- (X) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
() Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
(X) Major program failure, major property loss, or serious injury or incapacitation.
() Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to perform duties could result in potential loss of and/or wasteful expenditure of federal funds, impede service delivery to clients, disable private agency operations, and put this agency in jeopardy of legal action.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Regular and frequent contacts with regional office staff, providers, stakeholders, grantees, other contracting agencies, consumers and public are a necessary part of the management of the Foster Care and Adoption program.

25. What hazards, risks or discomforts exist on the job or in the work environment?

High stress related to responsibility level of work, short deadlines and responses to the field. Normal hazards related to use of office equipment. Travel is required.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of personal computer for email and software for report management and monitoring. Telephone, fax, copy machine and automobile are used frequently.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

A Bachelor's degree in social work and license to practice plus one year of administrative experience in child welfare programs. Leadership ability and independent work experience in management of programs.

Education or Training - special or professional

Licenses, certificates and registrations

Valid Driver's License is required.

Special knowledge, skills and abilities

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain

selective certification.

Must maintain security clearance throughout employment.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date